Chapin Board of Trustees

October 10, 2018

The Board of Trustees of the Village of Chapin met at 7:00 pm at the Chapin Village Hall. The meeting was called to order by President Robert Luttrell. The Pledge of Allegiance of the United States of America was led by President Luttrell. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 6 Yeas.

 Also, in attendance: Steve Edwards, Fire Chief-Scott Pahlmann, Patrolman-Shawn Barber, Village Attorney-Allen Yow, Village employee-Ron Upchurch, and Village Clerk-Rosanne Hamilton.

**Minutes from the Previous Meeting, September 12, 2018:** Trustee L Forsman made a motion to accept and approve the minutes from the previous month’s meeting. A second was made by Trustee Knox. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

**Bills and Transfers:** A note was left by Village Treasurer, Wendy Bridgewater, that it was to be noted that Officer Shawn Barber has been placed and has a Village credit card. It is also to be noted that the second installment of the property taxes has been received in the amount of $24,052.41. $19,664.20 was put into the General Fund, $2,170.07 in the Fire Fund and $2,218.14 into the Police Fund. A motion was made by Trustee Rex Brockhouse to accept and approve the Bills and Transfers. A second was made by Trustee Max Brockhouse. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

**Financial Reports:** Treasurer Bridgewater left information that the reconnect fee has been credited back to Acct# 310-1729-003, as the new owner paid off the past due balance. A motion was made by Trustee Newell to accept and approve the Financial Reports, and a second was made by Trustee Knox. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

***Committee and Department Reports:***

***Chapin Water/Sewer Department Report:*** Report was presented by Ron Upchurch. Ron reports that at the Water Filtration Plant with the new air compressor and control panel are working great and the Plant has run all month with no issues. There were 5 faulty service shut off valves found and changed, capturing 5 leaks. After the big rain last month, the effluent pipe between the lagoon and the sand filters became clogged. This was able to be dislodged and has been flowing since.   Ron also reports that the new road signs and poles on Cooper street have been installed and they will be starting on Congress street on October 11, 2018. The Fire station doors, both concrete approaches and all 3 monuments have been pressure washed, and the Work Camp painted all the doors and will be painting the trim and around the overhead doors. And lastly, Ron reports that the Fall cleanup which was held on October 5th and 6th went very well.

***Chapin Police Department Report:*** Officer Barber reported that the new squad car was done at GTSI and back at the department. On September 27th, an arrest was made on Oak street by Officer Kindred in coordination with Morgan County Sheriff’s Department which led to felony drug charges. October 13th during the Villages Porktober Fest, Officer Helmich and Barber will work. Trick or Treating, Officer Kindred will work.

***Chapin Fire Department:*** The report was presented by Fire Chief Pahlmann. Chief Pahlmann reports that the Department that on September 13th, after their meeting, members were trained on brush and field fire operations in the classroom and then practiced in the parking lot. On September 25th, Chief Pahlmann attended a MABAS meeting followed by a Morgan County EMA/911 meeting. After the meeting, Chief Pahlmann was asked to assist in the development of Emergency Fire Dispatch Response Cards. Dispatch currently uses a response card for medical cards. Based on what the emergency is determines what is dispatched and what the priority level is.

On September 27th, a short meeting was held. After the meeting, members took Engine 1711 to Marnico Village and Engine 1712 to St. Paul’s Church road to train and test the different radio and the mobile radio in the Engines. This was also done with other locations in the area.

On September 28th the Department parked cars at the Triopia home football game.

October 4th, Chief Pahlmann met with Shane Stage, ISO Field Representative, to work on the ISO department review. Results will be received in the 3-4 months.

October 6th was a work day at the Firehouse. October 9th, 5 members participated in the fire drill at Triopia with the Arenzville Fire Department. After the drill, members had a debriefing with Arenzville, Superintendent, Steven Eisenhauer, Principal, Adam Dean and consultant Phil Pohlman. During the debriefing discussion included actions, concerns, and actions for improvement. After the debriefing, members visited with morning and afternoon, Pre-K classes, two Kindergarten classes, First and Second grade classes. Antenna estimates, and pictures were sent to the Adjuster on October 1, 2018. Upcoming activities will include starting with Breakfast with Santa activities, advertising, sponsors, purchasing of supplies and coordination of Santa’s schedule with the North Pole.

***Chapin Area Rescue Squad Report:*** Report was presented by President Luttrell. CARS is awaiting Josh Jennings to turn in his application paperwork. CARS will be conducting Hands Only CPR and Stop the Bleed training the weekend of October 13, 2018. Both ambulances passed their Memorial Medical Center and IDPH inspections. Regarding rescue equipment, several of the used fire helmets that were given to the squad are no longer serviceable. Bryce requests the purchase of hard hats in lieu of fire helmets. His report states that they can purchase 10 helmets and get Chapin CARS stickers added for about $20.00 each, vs the cost of Fire helmets at $250.00 each. Bryce will be completing FEMA grant requests as they are due at the end of the month, in addition to State of Illinois Ambulance Grants.

**Chapin Emergency Management Report:** The report was presented by President Luttrell: Continuing to work with department heads on ensuing NIMS training completion. Hope to have 90% completion for all departments by the end of 2018. They are awaiting on approval of the credit application with Sun Belt Rentals on the purchase of 4” pump. The Village of Chapin will be the first agency within Morgan County to be a member of IPWMAN and is working with Phil McCarty to get more agencies in Morgan County.

Trustee L Forsman made a motion to approve the purchase of 10 hard hats for Chapin Area Rescue Squad at $20.00 each, in addition to accepting and approving the Committee and Department Reports. A second was made by Trustee Knox. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 6 Yeas.

Old Business:

1. Discuss Meters on Oak Street: Tabled till February 2019 meeting.

New Business:

1. Approve the Purchase of Halloween Treats: Trustee Rex Brockhouse made a motion to purchase Halloween treats, not to exceed $100.00, with half being paid by Chapin Rescue Squad, and the other half being paid by Chapin Police Department. A second was made by Trustee M Newell.  Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.
2. Appoint Anti-Fraud Committee: Committee was appointed by President Luttrell. Committee members include: Trustee Max Brockhouse, Trustee Mike Newell, Trustee Anita Knox and Village President Robert Luttrell.
3. Discussion & Possible Approval of Refund Check for Sewer Credit at 515 Chapin St. Due to Leak: The property owners had previously paid a bill to the Village in the amount of $1,209.43 and have recently discovered that there was a water line leak under the concrete floor and the water did not go into the sewer system. A refund in the amount of $646.02 is what would be due back to the property owner. Trustee L Forsman made a motion to accept and approve the sewer credit for $646.02 to the property owners of 515 Chapin Street. A second was made by Trustee Max Brockhouse. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.
4. Accept Police Chief’s Resignation: A letter of resignation has been received from current Police Chief Jacob Beard. In the resignation letter, Mr. Beard asks to remain on with the Village of Chapin Police Department as a patrolman when his schedule will allow. He also recommends Officer Shawn Barber to take the position of Chief for the Village of Chapin. To be determined in Executive Session.
5. Appoint New Police Chief: To be determined in Executive Session.
6. Discussion & Possible Approval of Antenna at Firehouse: Tabled
7. Discuss Alley by Brockhouse Lot: Tabled
8. Discuss & Approve Police Department Salaries: To be determined in Executive Session.

 Trustee L Forsman made a motion to go into Executive Session, a second was made by Trustee Knox. Village President requested Officer Shawn Barber stay during Executive Session. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 6 Yeas. Executive Session started at 7:47pm.

Trustee L Forsman made a motion to leave Executive Session and to go back into Regular Session, this was seconded by Trustee M Newell. Executive Session ended, and Regular Session begins at 7:51 pm.

4. Accept Police Chief’s Resignation: A motion was made by Trustee Forsman to accept and approve Chief Beards resignation letter as well has his request to stay on the department as a Patrol Officer at $15.00 per hour. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 6 Yeas.

5. Appoint New Police Chief: Trustee M Newell made a motion to appoint and accept Shawn Barber to take the role as Chief of Police for the Village of Chapin at $15.75 per hour. A second was made by Trustee Max Brockhouse. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

8. Discuss & Approve Police Department Salaries: Discussed and approved in items #4 and #5.

Trustee Rex Brockhouse made a motion to adjourn and a second was made by Trustee Hamilton. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

Meeting adjourned at 7:55pm.

Respectfully submitted,

Rosanne Hamilton, Village Clerk